

16 February 1954

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MEMORANDUM FOR: Mr. [REDACTED]

SUBJECT: General - Administration

Specific - [REDACTED]

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1. Frequently at Headquarters information is desired regarding the project at [REDACTED] which is not readily available or up to date, as a result of approved changes and those made necessary during construction in the field.

2. In order to provide the necessary information, it is desired that a map or maps showing the location of all facilities and cards showing the details listed thereon be completed and forwarded as soon as reliable information is available.

3. The maps should be of a suitable scale that would show all the facilities of a station; however, should not be larger than 24"X36". If underground facilities cannot be shown without obliterating ground structures, additional electrical, water and sewerage distribution maps may be submitted as needed. These maps should be submitted as soon as the information is reliable. Where isolated facilities are located at such distances from the main station that it would not be practical to include them on the station map, the isolated facilities may be shown on separate maps excepting that one map covering the entire area showing the relative location of all facilities shall be submitted. These maps shall indicate the general location of each isolated facility in relation to the main station.

4. Enclosure (1) illustrates the type of statistical information desired to be submitted. It should be stenciled on cards approximately 4"X8". These cards should be filled in and submitted immediately upon completion and acceptance of each individual facility. Thus, as each building or structure is completed and ready for occupancy or use, a card should be submitted. It is not desired that individual cards be submitted for each unit increment of exterior utilities or streets, roads, walks, etc., but that upon completion of a system, the entire facility would be reported. An illustration would be the water supply distribution system for the [REDACTED] facility.

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 DECLARED REVIEWED 20/11  
 EXIT CYND G YRS BY Same  
 REASON 323

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5. Since the [REDACTED] construction is almost complete,  
it is desired that cards be submitted on all completed facilities  
at this time. As units are completed and accepted on the [REDACTED]  
they should be reported individually.

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[REDACTED]  
AIR/mrp (18 February 1954)

Distribution:

Orig & 1 copy to addressee  
1 - Chrono

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